

SECRET

Mr. Coffey via Mr. Wattles and [REDACTED]

25X1A

Attached is the Records Management Board Semi-Annual Report to Col. White. This report is for information only and requires DDS initialing and forwarding.

They report continuing progress with the reduction of the volume in the Center. They are initiating action in other areas such as their plan to limit each Directorate's annual net growth in the Center. Also they are focusing more attention on identifying the "Offices of Record" to preserve valuable permanent files of the Agency.

The Board reports activity with several microfilm applications which have permitted the destruction of 1,300 cubic feet of records since 1968. They plan to continue their efforts in each of these areas.

Attached is a proposed buck slip to Col. White for your consideration.

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DDS/SSS/RAB/[REDACTED]:mrf (16 July 1971)

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TRANSMITTAL SLIP		DAL.
TO: [REDACTED] - Board Secretary		
ROOM NO. 702	BUILDING Magazine	
REMARKS:		
<p style="text-align: center;"><i>Sent to Col White 22 July per DDS Reg. L.S.</i></p>		
FROM: O-DDS		
ROOM NO. 7D-18	BUILDING Hqs. Bldg.	EXTENSION
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. ☆ GPO : 1957-O-439445 (47)

MEMORANDUM FOR: Col. White

Here is the semi-annual report from the Records Management Board.

They have further reduced the net volume in the Records Center and are actively pursuing the records problem in other areas.

Their plan for limited net growth by Directorates is underway as are several microfilming applications, and efforts to preserve the permanent records of the Agency.

We are encouraged and shall continue to press the records problems on all fronts.

(DATE)